



***14th Annual  
Mayor's Celebration Of Diversity  
Awards***

**2015 Nomination Packet**

**Awards Luncheon  
Marriott-Downtown  
January 26, 2015**

***"To build a diverse community takes more than a moment"***  
*Department of Minority & Women Business Development*

## Goal

The ***Mayor's Celebration of Diversity Awards*** are presented to recognize businesses and organizations that embrace, celebrate and apply holistic inclusion and participation of a diverse people making the workplace a better environment in which to work and the community a better place in which to live, work and raise a family.

## Award Criteria

One award will be given in each of the following categories: *Community Relations*, *Development*, *Leadership* and *Workforce Diversity*. Organizations may be nominated in more than one award category. Past award recipients and nominees are eligible to apply. **In order to be considered for the Sam H. Jones Award, answers must be provided to questions in all four (4) award categories.**

***SAM H. JONES AWARD***—THIS TOP AWARD IS GIVEN FOR EXEMPLARY PERFORMANCE IN ALL FOUR (4) CATEGORIES

This special award is named in honor of the first President of the Indianapolis Urban League, a tireless advocate for peace, justice and the understanding of equality in the Indianapolis community.

### ***Community Relations Award***

Activities that encourage and support diversity in the community

### ***Development Award***

Opportunities for diversity education and communication within the organization

### ***Leadership Award***

Vision develops and supports diversity strategies throughout the organization

### ***Workforce Diversity Award***

Diversity representation in the workplace

**The completed packet must be submitted by  
4:00 P.M., Friday, October 3, 2014**

# Mayor's Celebration of Diversity Awards Nomination Instructions

The nominator and organization being nominated should work together to obtain all required information. **All forms are to be typed and submitted as one concise packet (plus six (6) printed copies) or emailed as a PDF attachment to [vivian.cage@indy.gov](mailto:vivian.cage@indy.gov) by 4:00 p.m., Friday, October 3, 2014.**

**The checklist below is provided to facilitate packet completion.**

- |   |   |
|---|---|
| <input type="checkbox"/> Nomination Application Form        | <input type="checkbox"/> Nominee Award Category Questions |
| <input type="checkbox"/> Employment Diversity Form          | <input type="checkbox"/> Persons with Disabilities Form   |
| <input type="checkbox"/> Nominator Agreement Signature Form |   |

**Submission of the completed packet and copies may be delivered in person or mailed to:**

**Vivian Cage  
Department of Minority & Women Business Development  
200 E. Washington Street, Suite 1260  
Indianapolis, IN 46204**

## Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, sex, sexual orientation, gender identity, religion, color, national origin, ancestry, age, disability, United States military service, or Veteran status.

# Nomination Application Form

## Nominee Information

Business/Organization Name \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Contact Person's Phone: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Years of Existence: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_ (Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_)  
(located in Indianapolis)

## Nominator Information

Business/Organization Name: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Contact Person's Phone: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

# Nominee Award Category Questions

Please provide a concise (**no more than one (1) typed page**) company history and overview explaining when the organization began in Indianapolis, the organization's purpose and identify its vision/mission. Please provide your Diversity Strategic Plan.

Answer questions on no more than two (2) typed pages for each award category for which an organization is being nominated. In order to be considered for the Sam H. Jones Award, answers must be provided to questions in all four (4) award categories.

## Community Relations Award

How does the organization encourage diversity in the community by including minorities, women, persons with disabilities and veterans by offering scholarships, supporting projects and volunteerism? Do any of the programs promote economic development in diverse communities?

## Development Award

Does the organization have a successful and effective diversity training program offered to all employees including minorities, women, persons with disabilities and veterans? Does this program offer career development, employee communication and support special events directed toward diversity and cultural customs? How is diversity fostered throughout all levels of the organization?

## Leadership Award

How does the vision or mission of the organization and board members address, support, and encourage diversity? How diverse is the top management or leadership? Does the organization utilize diverse vendors and suppliers, including minority-owned business enterprises, women-owned business enterprises and veteran-owned business enterprises? How is diversity improvement involved in the organization's long-term planning? Has the organization implemented any innovative initiatives in regards to diversity? What partnerships are in place with other organizations that promote diversity?

## Workforce Diversity Award

How does the organization embrace, celebrate and include diverse people in its workforce? Does the organization have a diversity / minority and persons with disabilities, recruitment program in place? Are internship programs offered? What diversity goals are in place for the organization and what efforts are used to accomplish them? What are the hiring strategies that ensure a diverse workforce? What processes are in place to promote the employment and support of veterans and people with disabilities in the organization's workforce? How is advancement addressed, at all levels in the organization's diversity strategy?

**What is your Diversity Mission Statement?**

**Please provide your Vision Statement:**

**What are your Goals?**

# Community Relations Award

How does the organization encourage diversity in the community by including minorities, women, persons with disabilities and veterans by offering scholarships, supporting projects and volunteerism?

Do any of the programs promote economic development in diverse communities?

# Development Award

Does the organization have a successful and effective diversity training program offered to all employees including minorities, women, persons with disabilities and veterans?

Does this program offer career development, employee communication and support special events directed toward diversity and cultural customs?

How is diversity fostered throughout all levels of the organization?

Describe your process for persons with disabilities who request accommodations?



# Leadership Award

How does the vision or mission of the organization and board members address, support, and encourage diversity?

How diverse is the top management or leadership?

Does the organization utilize diverse vendors and suppliers, including minority, women, veteran, and disabled-owned business enterprises?

How is diversity improvement involved in the organization's long-term planning?

Has the organization implemented any innovative initiatives in regards to diversity?

What partnerships are in place with other organizations that promote diversity?

# Workforce Diversity Award

How does the organization embrace, celebrate and include diverse people in its workforce?

Does the organization have a diversity/minority and persons with disabilities, recruitment program in place?

Are internship programs offered?

What diversity goals are in place for the organization and what efforts are used to accomplish them?

What are the hiring strategies that ensure a diverse workforce?

What processes are in place to promote the employment and support of veterans and people with disabilities in the organization's workforce?

How is advancement addressed, at all levels, in the organization's diversity strategy?

# Employment Diversity Form

(Complete and submit this form with packet)

(Include the organization's local employees only)

**Answers to the following three (3) questions MAY NOT total 100%:**

What percentage of the total employees are racial/ethnic minorities?

\_\_\_\_\_

What percentage of the total employees are women?

\_\_\_\_\_

What percentage of total employees are persons with identified disabilities?

\_\_\_\_\_

**Answers to the following three (3) questions should total 100% of minorities:**

What percentage of the minority employees are in lower level positions?

\_\_\_\_\_

What percentage of minority employees are in mid-level positions?

\_\_\_\_\_

What percentage of minority employees are in upper-level positions?

\_\_\_\_\_

**Answers to the following three (3) questions should total 100% of women:**

What percentage of the women employees are in lower level positions?

\_\_\_\_\_

What percentage of women employees are in mid-level positions?

\_\_\_\_\_

What percentage of women employees are in upper-level positions?

\_\_\_\_\_

**Answers to the following three (3) questions should total 100% of persons with disabilities:**

What percentages of employees with disabilities are in lower level positions?

\_\_\_\_\_

What percentages of employees with disabilities are in mid-level positions?

\_\_\_\_\_

What percentages of employees with disabilities are in upper-level positions?

\_\_\_\_\_

**Vendor Diversity:**

What percentage of the organization's vendors are minority-owned vendors?

\_\_\_\_\_

What percentage of the organization's vendors are women-owned vendors?

\_\_\_\_\_

What percentage of the organization's vendors are veteran-owned vendors?

\_\_\_\_\_

What percentage of the organization's vendors are disabled-owned vendors?

\_\_\_\_\_

# **Persons with Disabilities Form**

**(Complete and submit this form with packet)**

How does the organization enhance the inclusion of persons with disabilities within the organization as well as within the community?

How does the organization demonstrate a commitment to providing training and career opportunities to persons with disabilities?

# Mayor's Celebration of Diversity Awards Nominator Agreement and Signature Form

*By submitting this application, I affirm that the facts set forth in it are true and complete. I understand any false statements, omissions, or other misrepresentations made by me on this application may result in the immediate dismissal of this application.*

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Thank you for completing this nomination application form  
and for embracing diversity.***